

	Public Warehouse Keeper License Application For license period July 1, 2015 to June 30, 2016 Chapter 99.02, Wis. Stats. Mail check, (w/coupon if renewal) & application to: Wisconsin Dept. of Agriculture, Trade and Consumer Protection Division of Trade and Consumer Protection Box 93479 Milwaukee, WI 53293-0479 (608) 224-4933	For Office Use Only Approved _____ Date _____ License No. _____ Date Issued _____ Expires June 30, 2016 _____
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Personal information you provide may be used for purposes other than that for which it was originally collected. [s. 15.04(1)(m), Wis. Stats]

Check One:	<input type="checkbox"/> Individual	<input type="checkbox"/> Corporation	<input type="checkbox"/> LLC	<input type="checkbox"/> LLP	Check One:	<input type="checkbox"/> Original
	<input type="checkbox"/> Partnership	<input type="checkbox"/> Cooperative	<input type="checkbox"/> Other _____			<input type="checkbox"/> Amended
						<input type="checkbox"/> Renewal
Legal Name of Public Warehouse Keeper (Individual, Partnership, Corporate or other):						State of formation: _____
Trade Name (If different from legal name):						
Mailing Address:						
City:			State:	Zip:	County	
Name of Person to Contact (Type or print):				Email:		
				Phone: () _____ - _____		
First		Last		Area Code		Number

Fill out the following information if you are operating as a Corporation, Cooperative, LLC, Trust or Partnership:

(If additional space is needed, please attach a list)

President:	Partner / Trustee/Member: (circle one)
Vice President:	Partner / Trustee/Member: (circle one)
Secretary:	Partner / Trustee/Member: (circle one)
Treasurer:	Partner / Trustee/Member: (circle one)

PRIMARY STORAGE LOCATION**(Additional Storage Locations on Back)**

Street, City, and Zip Code	Inside Storage (Y or N)	Outside Storage (Y or No)	Sq. Ft. of Space	Type of Building	Type of Roof	Kind of Goods Stored (Codes on Information Sheet) (Circle applicable code)
0.						AA BB CC DD EE FF HH ZZ

1. License Fee (See fee schedule on information sheet)	\$
2. Late Fee of 20% of license fee if postmarked after June 30 th (Applies to renewals only.)	\$
3. Surcharge of \$100.00 if operating without a license within 1 year of application (New applicants only.) The requirement of paying the surcharge is determined by the department	\$
Total License Fees: (add lines 1 THROUGH 3) Renewals enter amount on payment coupon.	\$

***** If any lines in the following section are left blank, this application is invalid. *****

The undersigned hereby certifies that this is a true, complete and accurate application for a Public Warehouse Keeper License under section 99.02, Wis. Stats. The undersigned also certifies that the appropriate security requirement is enclosed _____ or the appropriate security requirement is on file with the department _____ (check one)

Signature:	Date:
Type or Print (First Name and Last Name):	Position/Title:

ADDITIONAL PUBLIC WAREHOUSE LOCATION INFORMATION

Street, City, Zip Code and County	Inside Storage (Y or N)	Outside Storage (Y or No)	Sq. Ft. of Space	Type of Building	Type of Roof	Kind of Goods Stored (Codes on Information Sheet)
1.						AA BB CC DD EE FF HH ZZ
2.						AA BB CC DD EE FF HH ZZ
3.						AA BB CC DD EE FF HH ZZ
4.						AA BB CC DD EE FF HH ZZ
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30.						AA BB CC DD EE FF HH ZZ
31.						AA BB CC DD EE FF HH ZZ
32.						AA BB CC DD EE FF HH ZZ
33.						AA BB CC DD EE FF HH ZZ
34.						AA BB CC DD EE FF HH ZZ
35.						AA BB CC DD EE FF HH ZZ
36.						AA BB CC DD EE FF HH ZZ
37.						AA BB CC DD EE FF HH ZZ
38.						AA BB CC DD EE FF HH ZZ
39.						AA BB CC DD EE FF HH ZZ
40. TOTAL SQUARE FOOTAGE						



Public Warehouse Keeper Information Sheet

CODES: Explanation of categories to be circled for each kind of goods stored at each location.

Code	Description	Code	Description
AA	Commercial Goods (Non-Food)	EE	Cold storage – Food
BB	Household Goods & Misc. Personal Property	FF	Liquid Storage - Non-food
CC	Furs & Garments (Wearing Apparel)	HH	Cold Storage - Non-food
DD	Boats, Trailers, Autos, RV's	ZZ	Dry Storage – Food

LICENSE FEE AND SECURITY SCHEDULE			
CLASS	SQUARE FOOTAGE	FEE	MINIMUM SECURITY REQUIRED
I	LESS THAN - 9,999	\$ 90.00	\$10,000.00
II	10,000 - 49,999	185.00	20,000.00
III	50,000 - 99,999	300.00	30,000.00
IV	100,000 - 149,999	400.00	40,000.00
V	150,000 - OVER	500.00	50,000.00

1. The application form must be **signed by an authorized officer of the company**, listed on the application.
2. **Surcharge Fee (New applicants only):** Sec. 99.02(3)(e) – An applicant for a public warehouse license shall pay a license fee surcharge of \$100.00 if the department determines that, within one year of submitting the license application, the applicant operated the public warehouse without a license.
3. **Late Fee Charge (Renewal applicants only):** ATCP 97.04(4)(b) – A public warehouse keeper who applies to renew an annual license after that license has expired, shall pay, in addition to the annual fee, a surcharge of 20% of that license fee. (Ex.: \$90.00 x 20% = \$18.00) (\$90.00 + \$18.00 = \$108.00 to be submitted as payment).
4. **If more than one year has elapsed since an applicant's license expired**, the applicant's license application is not considered a renewal application. The applicant must apply as a New Applicant. (A new license number would be issued after completing the new application process)
5. **Renewal Applicants – Please make any changes on application form in Red Ink.**
6. **If you are no longer operating as a public warehouse keeper, please notify this department in writing – send to: DATCP, P O Box 8911, Madison, WI 53708-8911.**

For any questions or concerns, please contact Bureau of Business Trade Practices; Mary Pelton (608) 224-4933 or Kevin LeRoy (608) 224-4925

Public Warehouse Keeper Security Guidelines

All public warehouse keepers are required to file security with the department as specified in s. 99.03(1) (a) through (d), Wis. Stats., and ATCP 97.08, Wis. Adm. Code. The security must be acceptable to the department and shall secure the warehouse keeper's faithful performance of the obligations of a warehouse keeper. The security shall be continuing and subject to cancellation or non-renewal only upon at least 30 days (except as noted below) written notice to the department served in person or by certified mail.

When the department determines that security is insufficient, lapses, or is canceled without approval of the department, the warehouse keeper shall correct the default within 30 days after written notice from the department, and if the defect is not corrected within that 30 day period, the license may be summarily suspended by the department, without notice or a hearing.

Security must take one of the following forms:

1. A Commercial Surety Bond written on a department approved "Continuous Surety Bond for Public Warehouse Keepers" form by a commercial surety company licensed to do business in the state of Wisconsin.
2. A Warehouse Keeper's Liability Insurance Policy written on a department approved "Public Warehouse Keeper's Liability Insurance Policy" form by a licensed insurer.
3. A Personal Bond or 3rd-Party Guarantee written on a department approved form and supported by one of the following forms of security:
 - a. Cash
 - b. A certificate of deposit
 - c. Bonds
 - d. An irrevocable bank letter of credit issued by a financial institution in this state on their letterhead for a term of at least one year, payable to the department for the benefit of owners of stored property or their assignees, and continuing, and subject to a non-renewal by the issuing bank only upon 90 days prior written notice to the department, served in person or by certified mail.
4. Insurance for a public warehouse keeper engaged in the storage of wearing apparel only - A warehouse keeper engaged in this line of business may file as security, instead of one of the above forms of security, a certified copy of an insurance policy protecting the owners of that wearing apparel against loss or damage by fire, wind, water, or theft, without restriction. In addition to the usual policy provisions, the following endorsement is required and should appear as follows:

"The policy to which this endorsement is attached is written to meet at least the minimum legal requirements of Chapter 99, Wisconsin Statutes, and Chapter ATCP 97, Wisconsin Administrative Code. This policy shall be continuing, and subject to cancellation or non-renewal by the insurer only upon 30 days prior written notice to the department served in person or by certified mail. This policy names the Wisconsin Department of Agriculture, Trade and Consumer Protection as an additional insured party for the benefit of owners of stored property.

Loss, if any, to be payable to and adjusted with _____ (licensee) and their individual customers and the state of Wisconsin as their interests may appear in conformity with the public warehouse keeper license of _____ (licensee).

In the event of amendment, cancellation, expiration, endorsement, alteration, transfer or assignment in this policy, it is understood and agreed that thirty (30) days notice in writing, served in person or by certified mail, will be given to the Wisconsin Department of Agriculture, Trade and Consumer Protection, 2811 Agriculture Drive, PO Box 8911, Madison, Wisconsin, 53708-8911."